



RUSTENBURG JUNIOR SCHOOL FOR GIRLS

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ADMISSIONS POLICY

1 PREAMBLE

- 1.1 In terms of section 5 (5) of the South African Schools Act of 1996, the Governing Body of a public school must determine the admission policy of that school.
- 1.2 The Governing Body of Rustenburg Junior School for Girls has accordingly constituted the following as the admissions policy of the school, in the belief that its provisions are consistent with:
 - 1.2.1 *The Constitution of the Republic of South Africa (Act 108/ 1996.)*
 - 1.2.2 *The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.*
 - 1.2.3 *The South African Schools' Act (Act 84/1996) and subsequent amendments.*
 - 1.2.4 *The Western Cape Provincial School Education Act (Act 12/1997.)*
 - 1.2.5 *The Promotion of Administrative Justice Act (Act 3/2000.)*
 - 1.2.6 *The Health and Safety Act.*
 - 1.2.7 *Judgments of the Constitutional Court on the rights, powers and obligations of school governing bodies.*

Appendix A: Grade R/1/2/3/4/5/6/7 application form

Appendix B: Deals with Capacity and Proximity

Appendix C: Acceptance of Position (will be provided by the school following a letter of acceptance)

SECTION 1: WHEREAS RUSTENBURG JUNIOR SCHOOL FOR GIRLS (RGJS) IS A PUBLIC SCHOOL, THE SCHOOL GOVERNING BODY (SGB):

- A. acknowledges that it has been entrusted with a public resource which must be managed not only in the interests of those who are learners and parents at the time, but also in the interests of the broader community in which the school is located, and in the light of the values of our Constitution.
- B. defers to the relevant legal provisions and enactments to the extent that they are valid and binding upon them and take precedence over the right of the governing body to determine the admissions policy of the School.
- C. commits to working in partnership with the Head of Department, WCED, to find workable solutions to matters of disagreement, and to engage meaningfully and in good faith on any disputes, including disputes over this policy and any decision taken on the basis thereof.
- D. agrees thereto that any such engagement will be directed towards furthering the interests of learners, taking account of the best interests of the child insofar as this does not impinge upon the rights or best interests of other children.
- E. has approved the formation of the Admissions Committee comprising the Headmistress and the Admissions Officer delegated by the SGB to manage the procedures and decisions relating to admission of applicants and as required the Chairperson of the SGB; and one or more members of the School Management Team.
- F. accepts that the State cannot provide all the resources for the proper functioning of a high quality schooling system. So the School Body enjoined to take all reasonable measures within their means to supplement the resources supplied by the State in order to improve the quality of education provided by the school. The Governing Body has an obligation to raise additional funds through the active involvement of the parents, who in return for their financial contributions are given a direct and meaningful say in school governance and the employment of school funds. The School Governing Body thus has set its own school fees and will prepare budgets for approval at an Annual General Meeting of Parents.
- G. has a policy therefore that "parents", so defined on the application form, must agree to pay the school fees as per the resolution adopted by a majority of parents attending the Annual Budget meeting in accordance with the Rustenburg Junior School for Girls Constitution. Parents must indicate their agreement by signing the application form. In the case of divorced or separated parents, it is the responsibility of the legal guardian applying at the school to obtain a signed copy of the application form from their divorced or separated partner.
- H. makes provision to budget for Fee Remissions from the income. The Remission is made available by a Remissions Committee on application after perusing detailed documents completed by the parents.

SECTION 2. IT IS THE AIM OF THE SCHOOL TO:

- A. provide an environment where the race, culture, religion and economic standing of the individual are in no instances an impediment to her access to, or progress in, any aspect of school life.
- B. manage the school's intake of pupils to include representation of the major demographic segments (ie: cultural, religious, ethnic and economic) broadly reflective of the composition of the community it serves, without prescribing or accepting any predetermined quotas, numbers or proportions in respect of such representivity.
- C. ensure that any applicant admitted to the school is admitted to the formal school programme, and will not be suspended from classes, denied access to cultural, sporting or social activities of the formal school programme (approved by the parents attending the Annual Budget Meeting) on the grounds of an inability by a parent to pay the laid down school fees.

SECTION 3. IT IS THE POLICY OF THE SCHOOL THAT:

No applicant will be refused admission on grounds of race, gender, culture, language, religious belief or financial circumstance. This aspect of the admissions policy will be applied with due cognizance of the following:

- A. Whereas it is determined that the school is a single-sex school, only members of the designated gender will be admitted.
- B. Whereas it is determined that the medium of instruction is English, applicants applying to the school in preference to a school where the language of learning and language of teaching matches the home language of the applicant, need to be sufficiently proficient in English so as not to prejudice their ability to progress academically.

SECTION 4. THE FOLLOWING WILL BE CONSIDERED WHEN GIVEN PREFERENCE TO APPLICANTS

{refer Sections 4+5+6}:

- A. It is regarded as unreasonable to disrupt family relationships by arbitrarily splitting the schooling of siblings. In the absence of telling and objective reasons related to the applicant why this should not happen, an applicant who, at the time of making application, has a sibling enrolled in the school will receive preferential consideration when it comes to placement.
- B. That RGJS as a State School serving a community, preference may also be accorded to those with family connections to the school or those who have siblings enrolled in brother/sister schools with a proviso that this criterion will not be applied in such numbers that it negates efforts to provide an environment reflecting a diversity of race, culture, religion and economic standing, or prevent provision being made during the enrolment process for accepting applicants from disadvantaged backgrounds.
- C. It is regarded as similarly unreasonable that a learner should arbitrarily be forced by the school's admission policy to travel to an institution which is not the closest suitable school to where she lives with her parents. Consequently, in the absence of telling and objective reasons why this should not be so, primary preference will be given to those applicants who live with their parent(s) in closer proximity to this school than any other suitable school.
- D. It is specifically noted that the parent/legal guardian of a minor learner has the exclusive right to take an initial decision concerning which school they wish to apply to for their child/ward to be enrolled. Consequently, no application will be accepted or regarded as being valid unless it is made by the parent, legal guardian, person entrusted with the care of the minor learner by order of a competent court, or by a person authorised thereto, in writing, by one of the foregoing.
- E. A certified copy of any Court Order confirming guardianship or custody or any similar right of the person ("Parent") claiming such right must accompany the application form. It is not the responsibility of the school but "Parent" to prove this.
- F. The age of the applicant (i.e. learner to be admitted.) An applicant whose age varies by two years or more relative to the statistical age norm of the grade cohort will not normally be accepted into the school. (Statistical age norm = grade to which admission is sought + 6: e.g. statistical age norm for Grade 7 = 7 + 6 = 13: an applicant aged 15 may therefore not be admitted to Grade 7.)

SECTION 5. ADMINISTRATION OF THE ADMISSIONS POLICY

In order to achieve the foregoing, but also to ensure a just and equitable selection process ***should the school be oversubscribed***, the measures listed below will be implemented in managing the admissions process.

- A. Only certified copies of supporting documents will be received
- B. Where the number of applicants exceeds the number of available places in the school, grade or class for which application is made, applicants will be shortlisted for interview on the following basis:
 - Whether placement in the School is considered by the school to be in the best interests of the learner concerned.
 - NB The ability of the school to provide adequately for the educational needs of the applicant (including but not limited to the language needs and other special needs) will be regarded as part of the best interests of the child, and will be considered before offering a place to an applicant.
 - In accordance with the criteria listed in Section 6 below.
 - While no admissions test will be administered to applicants, all applicants and their parents will be expected to attend a meeting/interview with the Principal and/or her representative.
- C. All applications are required to be made in writing on the school's prescribed application form and submitted in original together with the certified documentary proof requested annexed thereto.
- D. The school has the right to verify, by any means, the contents of each application to protect the rights of all applications.
- E. If an application has been successful, the applicant will be required to comply with the terms of the Letter of Acceptance. Non-compliance of these terms will be deemed by the Admission Committee that the applicant has elected to not to take up the offered place.
- F. Applications will be dealt with on an ad hoc basis for those families moving into the natural feeder area during the year, provided there is space in the school.
- G. Not all applicants are guaranteed an interview
- H. Not all interviewed applicants are guaranteed a place.

SECTION 6. ADMISSION DECISIONS

1. General expectations:

In considering applications, a potential learner will, in the first instance, be expected to:

- be supportive of the ethos of the School to the extent that it is evident that there is a clear desire to be educated in a school environment such as the one provided by the school.
- be willing to contribute in the critical areas of school life: i.e. academically as well as sport, culture and service, and to participate in activities offered by the school.
- be amenable to the school Code of Conduct, comply with the specified uniform requirements of the school; discipline as applied in this school, and display levels of behaviour and self-discipline, such that she is likely to help to create, maintain and enhance rather than to disrupt an orderly and disciplined school environment, the teaching process of the school, or the learning of the other learners.

2. Criteria binding on all applicants (Grades R-7)

- The successful completion of or promotion out of the grade immediately below the grade to which admission is sought. This requirement is not applicable to applicants who are five years and turning six in Grade R.
- Preference will be given to an applicant who permanently resides with her parent/s and the latter is/are able to prove that :
 - ↪ Rustenburg Girls Junior School is the closest public school to the applicant's place of residence measured from point to point by public roads (refer appendix C). The onus of proof lies with the parents to the satisfaction of the school; and
 - ↪ He or she or they are the owner(s) of the property by way of a title deed or bond account reflecting same **and** provision of utility bill or
 - ↪ He or she or they are in possession of a signed lease agreement in his\her\their name(s) (not a sub-lease) **and** utility bill in respect of the property. Should the term of the lease be of a period less than one year then it is in the sole discretion of the Admissions Committee to decline the application on such grounds.
 - ↪ The postal address will mean the address that is reflected on the application form at the closing date of applications.
- For those applicants for whom RGJS is not the closest school – other than first entry to schooling, a sound record by the applicant in fields such as leadership, academics, sport, arts, culture and community service may be considered.
- The Admissions Committee reserves the right to determine whether the placement of an applicant is in her best interest and whether she is clearly willing and able to benefit educationally from the programme offered by the school, supportive of the ethos of the school and is willing to contribute to the critical areas of school life i.e. academically as well as in sport, culture and service.

- Preference will be given where parents show inclination toward education in a single sex school.
- Preference will be given to applicants whose understandings of an ability to converse in the medium of instruction of the school are at such a level that language will not be an unreasonable impediment to their academic progress. In the case of a learner excluded on these grounds, a school offering a more appropriate medium of instruction is available in reasonable proximity to the pupil's abode.

Specific to Grade R

- ❖ In February each year the closing date for Grade R applications will be set and advertised on the school's website or advised telephonically, upon enquiry, by the Front Office.
- ❖ Only after all applications received by the closing date have been dealt with, will the school consider late applications, and then only if there are still places available in the school.
- ❖ Preference will be given to those pupils turning six in the year of admission to Grade R.
- ❖ Applicants will be shortlisted by the Admissions Committee.
- ❖ Shortlisted applicants will be interviewed in two phases between 1 March and 30 June.
- ❖ Letters of acceptance and rejection as determined by the Admission Committee will be sent to all applicants before the end of June.

Specific to Grades 1-7

- ❖ Applications can be lodged throughout the year and will be considered by the Admissions Committee on a term to term basis as and when positions become available within a grade.
- ❖ If and when a position becomes available, applicants may be shortlisted provided the application on file is up to date with current reports.
- ❖ Preference will be given to those pupils already admitted to Grade R in Rustenburg Junior at the discretion of the Admissions Committee.
- ❖ Preference will be given to applicants with a proven track record in one or more of the fields of academics, sport, arts and culture and community service. This will be balanced by also enrolling pupils who demonstrate the potential to benefit from the educational opportunities on offer and add value to the school in any aspects of school life, including in to a learner who has a record of involvement in one of the cultural, sporting or social activities provided for in the Rustenburg Junior School co-curricular programme and who has a good disciplinary record.
- ❖ After acceptance and before entry of a pupil, a transfer form from the transferring school must be provided by the parent.
- ❖ Correspondence will only take place if and when a position becomes available and if the applicant is shortlisted for an interview.

SECTION 7: FINAL TOTAL NUMBER OF ADMISSIONS (refer Appendix B)

- A. It is accepted that the SGB's powers in respect of admissions are not unfettered, that this policy is not immune to intervention, and that the policy does not inflexibly bind other decision-makers in all circumstances. Thus, the final number of learners accepted into the school at any one time may vary on the basis of specific enrolments in a particular year, or upon the intervention of the Head of Department, WCED, with the understanding that any decision to overturn an admission decision of the principal, or depart from this admissions policy, must be exercised reasonably and in a procedurally fair manner.
- B. The class, grade and school enrolment shall in any event not exceed the calculated capacity by more than 2.5% in any one grade or two learners in any one class, without the ratification by the School Governing Body of a motivated explanation from the School Management Team for moving to such significant extent beyond the limits down in this policy.

SECTION 8. ACCEPTANCE AND REVIEW

This policy initially accepted by the Governing Body of Rustenburg Junior School for Girls on 8 September 2015, and is inclusive of the attached appendix B.

CHAIRMAN OF THE SGB (NAME)

CHAIRMAN OF THE SGB (SIGNATURE)

HEADMISTRESS OF RGJS (NAME)

HEADMISTRESS OF RGJS (SIGNATURE)

ADMISSION OFFICER OF RGJS (NAME)

ADMISSION OFFICER OF RGJS (SIGNATURE)



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APPENDIX B : CAPACITY OF THE SCHOOL AND PROXIMITY TO THE SCHOOL

A: CAPACITY

The total capacity of the school is 642 learners.

78 per grade (26 per class) in Grades R+1 and 81 (27 per class) per grade in grades 2-7.

The capacity of the school is based on:

- 1.1 The number of classrooms viz: twenty four classrooms in the school.
- 1.2 The need to provide space for class teaching which is not less favourable than that laid down in the norms and standards legally enacted in respect of public schools.
- 1.3 The need to provide an educational milieu which includes a broad curriculum and subject choice which is based on educationally valid principles.
- 1.4 The creation and maintenance of a stimulating and sustainable educational environment. This is in part dependent on having designated, exclusive and appropriately-developed space for the following broad educational facilities, at least to the levels envisaged in the state's norms and standards for school infrastructure:
 - 1.4.1 One library.
 - 1.4.2 Two Science and Computer laboratories.
 - 1.4.3 One Technology classroom.
 - 1.4.4 Nine music rooms
(for individual music instruction as well as large-group music productions/practices).
 - 1.4.5 A School Hall.
 - 1.4.6 Two classrooms to teach drama and art
 - 1.4.7 One lunch shop
 - 1.4.8 Two Aftercare rooms
 - 1.4.9 One team-teaching venue.
 - 1.4.10 Areas to teach and deliver the curriculum relating to physical fitness.
 - 1.4.11 Venues and/or facilities conducive to the provision of an educationally valid extra-curricular programme open to all learners
 - 1.4.12 The need to support the educational process administratively by providing designated, appropriately furnished, relevantly equipped and exclusive space for:
 - Staff common rooms and staff workrooms.
 - Offices and working spaces for management, administrative and support staff.
 - Learning Support and counselling rooms.
 - 1.4.13 In terms of safety requirements: sufficient playground spaces per grade; toilets; fire assembly points; passages and entrance and exit points

B: PROXIMITY

The area identified below is regarded as being in such close proximity to the school that the exclusion of a learner living within its bounds would be so unreasonable as to be indefensible, save in the instance of specific disqualifying factors, including but not limited to: not meeting the age norm or academic requirements for entry, late submission of an application or identified behavioural disruptiveness. The area concerned will include all dwellings which are closer to this school than to any other, following the shortest practicable and reasonable route from that place to an entry point to the school, and in approximate terms is bounded as follows:

- ↖ In the East, Campground Road
- ↖ In the North, Rhodes Avenue/Durban Road
- ↖ In the West, Rhodes Drive/M3
- ↖ In the South, Dean Street/Roukoop Road